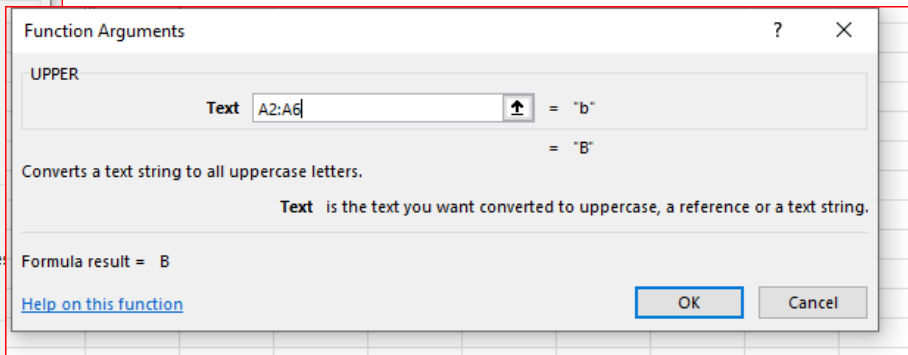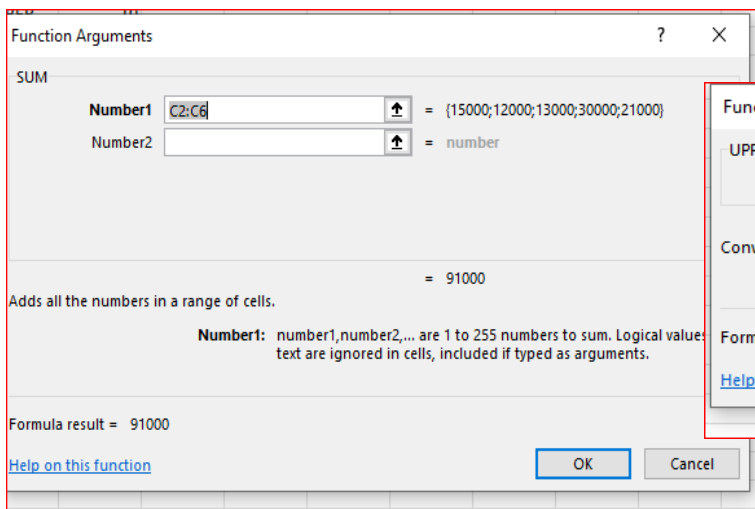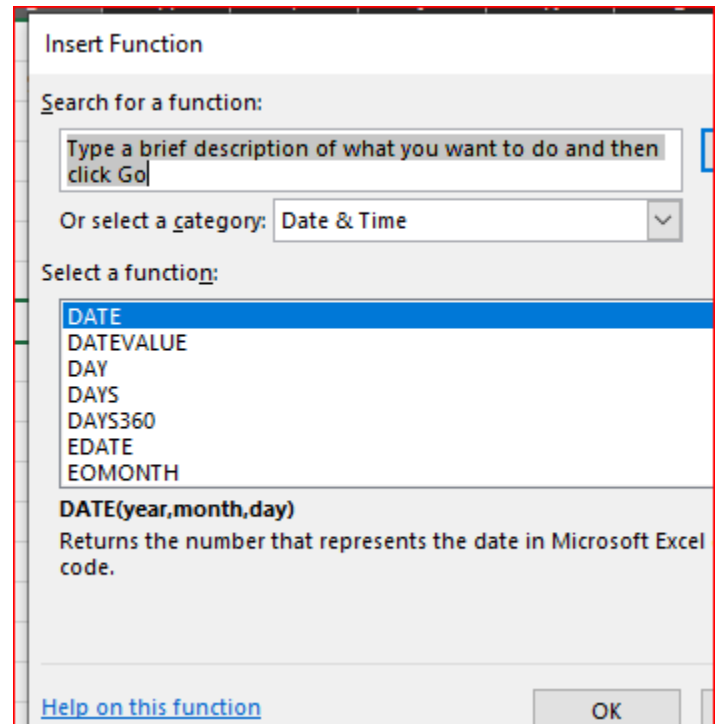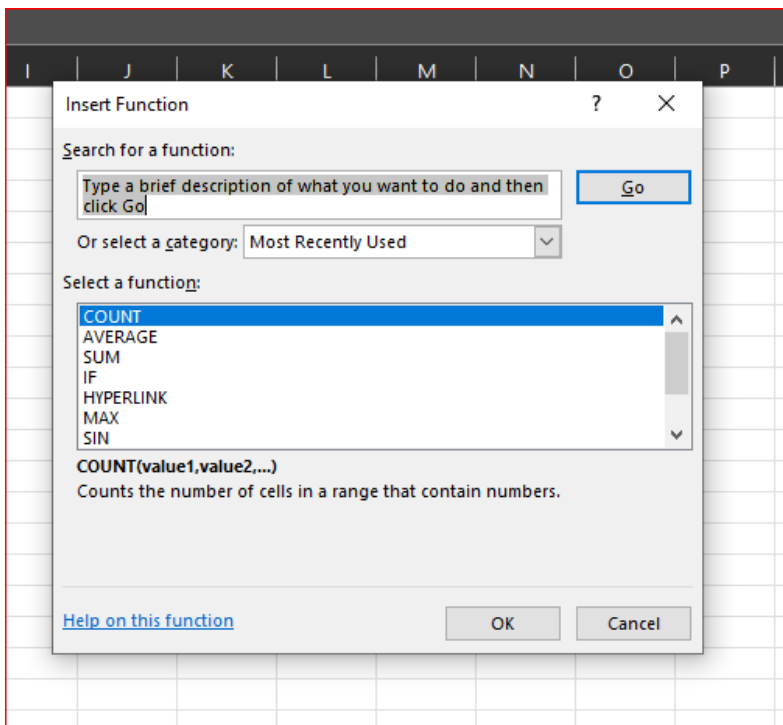# Excel Assignment - 7

1. Using Insert Function, give examples of any function available in the different dropdowns present in the function library. For example, AutoSum, Recently Used, Text, Date & Time, etc.

➤ To use the insert function, go to the formulas tab in Excel → check Insert Function and Function Library.

name	age	salary		MOST RECENTLY USED	COUNT NUMBER	10	
a	20	15000		AUTOSUM		91000	
b	21	12000		TEXT(UPPER)		A	
c	22	13000				B	
d	20	30000				C	
e	22	21000				D	
						E	
				DATE AND TIME		03-01-2023	

2. What are the different ways you can select columns and rows?

➤ Select the letter at the top to select the entire column or click on any cell in the column and then press Ctrl + Space.

➤ Select the row number to select the entire row click on any cell in the row and then press Shift + Space.

3. What is AutoFit and why do we use it?

➤ Excel's AutoFit feature is designed to automatically resize cells in a worksheet to accommodate different-sized data without having to manually change the column width and row height.

➤ But sometimes, when we don't know about the exact width of the column or the height of the row, then we use Autofit in Excel. It automatically adjusts the row height or column width.

4. How can you insert new rows and columns into the existing table?

➤ Click where you want in your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon).

➤ To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.

5. How do you hide and unhide columns in excel?

➢ On the Home tab, in the Cells group, click Format. Do one of the following: Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.

6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.

➢ I created a dummy data and did all functions using salary column.

name	Column	age	salary
a		20	15000
b		21	12000
c		22	13000
d		20	30000
e		22	21000
sum	91000		
avg	18200		
count numbers	5			
max	30000		
min	12000		